

April 2012 EXAMINATION CYCLE

EXAMINEE INSTRUCTIONS FOR CALIFORNIA SPECIFIC PROFESSIONAL CIVIL ENGINEER (PE) EXAMINATIONS

These instructions supplement the instructions printed on/in your test booklet. In case of conflict, these instructions take precedence over the instructions on/in the test booklet. It is important that you read and understand these instructions before the examination as you will be required to sign a statement which certifies that you have read and will abide by these instructions.

- Your identification **MUST BE CURRENT** as expired identifications will not be accepted.
- You will be permitted to have only TWO measuring devices i.e. ruler, protractor, architect scale or engineer scale on your desktop at any one time.

The following schedule indicates the time when doors will be opened for seating:

THURSDAY, April 12, 2012

- California Civil - Seismic Principles – 7:00 A.M.
- California Civil - Engineering Surveying - 11:30 A.M.

With variations such as weather, traffic conditions, parking, examinee population, etc., the Board cannot predict the exact time the exams will begin. Therefore, all examinees are required to arrive at their exam room at the time the doors open. Examinees that arrive at the exam room after the exam instructions have begun will be considered LATE and will not be allowed to take the exam and will forfeit their \$275 application fee. This policy applies to both sessions.

It is your responsibility to take the necessary precautions to ensure you arrive on time. It is your responsibility to verify directions. Be prepared to pay for parking. Be prepared for either warm or cold temperatures, as exam sites may not have adequate heating and cooling capabilities. Earplugs for sound suppression are allowed in the event of unavoidable noise as a result of other events scheduled at the exam site. Examinees are prohibited from bringing the following items into the secured exam area: weapons of any kind, tobacco products, alcohol, and hats with brims or bills. You may bring seat cushions into the secured exam area. You will vacate the secured exam area after each exam session. You should make arrangements to bring your own food and beverage for break, however, some exam locations offer food service. Contact your assigned examination site for more information. Personal items are the sole responsibility of the examinee. The Board, the proctors, and the site facility will NOT be responsible for any lost, misplaced or stolen items.

All examinees are subject to search of their persons and personal belongings while at the exam site. The purpose of this policy is to ensure the safety of all those attending the exam site and to maintain the integrity and security of the exam. (See Title 16, California Code of Regs. sec. 442) By accepting admission to the exam site, each examinee willingly consents to submit his or her belongings such as, briefcases, backpacks, or other parcels, to exam proctors or Board staff at any time while at the exam site for purposes of detecting and seizing any unauthorized materials or items. Any conduct that results in a violation of security or disrupts the examination may result in the confiscation of an examinee's exam, an examinee's removal from the testing site, voiding of their exam results, and forfeiting their \$275 application fees.

PHOTO IDENTIFICATION – Photo identification is required to take the exam. You will **not** be admitted without proper identification and it **MUST BE CURRENT**. Identification will only be accepted if it meets **ALL** of the following criteria:

1. Issued by a state or federal governmental agency including military IDs, other U.S. states and foreign countries.
2. Contains your photograph, visible signature and printed (typed) name
3. Has not expired.

NOT ACCEPTED: student or employee identification cards; government issued IDs that do NOT contain a photo or visible signature

MECHANICAL PENCILS – Examinees must use Board issued mechanical pencils only. Examinees may NOT bring lead or erasers. If an additional pencil is needed during the exam, raise your hand and a proctor will issue an additional pencil. After the exam you may keep the mechanical pencils.

EXAMINATION SECURITY – Failure to follow oral and written instructions and/or conduct which results in a violation of security or disrupts the administration of the exam could result in the confiscation of an examinee's exam, an examinee's removal from the testing site, voiding of their exam results, and forfeiting their \$275 application fees. (See Title 16, California Code of Regs. sec. 442). Conduct which jeopardizes the integrity of the exam is a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000.

Examples of misconduct include, but are not limited to, the following:

- Writing on anything other than the designated exam materials, including the exam booklet and/or answer sheet;
- Writing or erasing after time is called;
- Looking at or copying another examinee's material;
- Talking during the exam;
- Using an unauthorized calculating device or any other unauthorized device;
- Possession of a cell phone for any purpose while in the secured exam area;
- Communicating or sharing reference materials, calculators, or any other exam materials with other examinees during the exam;
- Attending this examination only to review or audit test materials;
- Copying any portion of the exam for any reason;
- Possession of any other unauthorized item or material.

Collusion among examinees is a serious offense. To help insure that you are not implicated in any misconduct, keep your answer sheet covered at all times to prevent others from copying your work.

INTELLECTUAL PROPERTY RIGHTS AND EXAMINATION SECURITY

All California State Specific exams are copyrighted works. Examinees are strictly prohibited from copying or disclosing any exam questions, problems, or answers, orally or in writing. This prohibition includes, but is not limited to, discussing or disclosing any exam questions or problems on Internet blogs, chat rooms, or through any other means.

REFERENCE MATERIALS – You are permitted to bring as many reference materials into the testing area as one trip will permit. Fire Codes require that all aisle ways be kept clear.

All reference materials (i.e. including all forms of notes) must be bound and remain bound during the exam. Bound refers to material permanently bound by stitching or glue and materials fastened securely in its cover by fasteners which penetrate all papers (i.e. ring binders, spiral binders, plastic snap binders,

brads, or screw posts). Manually or hand stapled documents that are NOT securely fastened in their covers are NOT allowed. Published reference materials entitled “120 Solved Surveying Problems” for the California Special Civil Engineers Examination (CSSP) and “Civil Surveying Samples Examinations” for the California Special Engineering Surveying Examination (CSSE2) will be allowed.

“Post-Its” will be permitted as book tabs only (must be attached prior to entering the testing area).

Items strictly prohibited in the exam area: hand stapled materials, blank writing tablets or tablets containing blank pages, unbound tablets, unbound notes, slide charts and/or wheel charts (hand-held cardboard or plastic calculating devices with rotating or sliding pieces).

THE CALIFORNIA BOARD CALCULATOR POLICY

The ***California Board Calculator Policy*** ONLY applies to the California Civil Seismic Principles and the California Civil Engineering Surveying Examinations as listed in the <http://www.pels.ca.gov/applicants/calculator.shtml>.

PROHIBITED ELECTRONIC DEVICES – Prohibited electronic devices include but are not limited to unauthorized calculators, cell phones, iPods, MP3 players, pagers, personal data assistants (PDAs), scanners, cameras, radios, data collectors, headsets, tape players, portable fax machines, calculator watches, reproduction equipment, electronic dictionaries, electronic translators, recorders, or any device which, in the opinion of the Board, may pose a threat to exam security. If found with any prohibited devices while in the secured exam area, the device(s) will be confiscated, you will be removed from the exam site, your exam will not be scored, and you will forfeit the \$275 application fee. In addition, the incident will be reported to the Board’s Enforcement Unit for investigation as a possible violation of the laws regarding exam security and subversion. Penalties for this violation are stated above in addition to being banned from taking future Board examinations. **LEAVE THESE DEVICES IN YOUR CAR OR AT HOME.**

If any prohibited items are brought into the secured exam area prior to the beginning of the exam, you will be required to leave them (at your own risk) in a designated area within the secure exam area. The Board assumes no responsibilities or liability for any of these prohibited items. You may retrieve these devices after each session. Prior to the exam, if you fail or refuse to surrender the device(s) to the Board’s representative upon request, you will be removed from the exam site for failing to comply with the laws and policies which govern these exams.

SPECIAL ACCOMMODATIONS – The National Council of Examiners for Engineering and Surveying (NCEES) processes all requests for special accommodation for the Board. If you have a need for special testing due to religious beliefs or for reasons falling within the Americans with Disabilities Act (ADA), you should have submitted your request to NCEES. All requests must be submitted to NCEES by the final filing date of the examination for which you are applying. Without prior approval, **NO** exceptions or special accommodations will be granted.

ADMISSION PROBLEMS – At all exam sites a "Help Desk" is available for those examinees who did not receive an admission notice or who need assistance. The "Help Desk" will be available Wednesday, April 11, from 1:30 p.m. to 2:00 p.m. The "Help Desk" will also be available Thursday, April 12, beginning 30 minutes prior to the opening of the doors.

EXAMINATION RESULTS/CHANGE OF ADDRESS – The Board will post the release dates of the exam results on our website at www.pels.ca.gov. In order to receive your results, your address must be current thirty (30) days prior to the release date. All address changes must be submitted in writing to the Board office or online. The fillable PDF document is available on the Board's website:

https://www.dca.ca.gov/webapps/pels/address_change.php

You may also submit written notice to the Board of your change of address via mail or fax.

NOTE: The names and addresses of Board licensees are public records and are published in both electronic and print media. You may use a residential or business address, a post office box or an APO address. **NOTE:** All address changes must be submitted to the Board in addition to changes posted on your NCEES registration account.

COMMENT FORMS – This form is available to examinees in order to make comments and to challenge specific test questions on the exam. You may NOT copy exam questions during or after the exam for inclusion on the comment form. This comment form is to be completed at home and returned to the Board office within ten (10) days of the examination. The Examinee Comment Form is also available on the Board's website:

<http://www.pels.ca.gov/pubs/forms/index.shtml>

TAKE-HOME EXAMINATION – If you already submitted a Take Home Examination, this section does not apply to you. The Board must ensure that California licensed Professional Engineers are familiar with the provisions of the Professional Engineers Act (Business and Professions Code section 6700, et seq.) and the Board Rules (Title 16, California Code of Regulations section 400, et seq.). Business and Professions Code Section 6755.1 requires the Board to administer a test on the State Laws and Board Rules to all Professional Engineer applicants. To be licensed as a Professional Engineer in California, you must take and pass the appropriate Take-Home examination. The PE Take Home Exam is available on the Board's website: http://www.pels.ca.gov/applicants/takeshome_exams.shtml. This exam should be returned within thirty (30) days after the PE examination. While the Board will accept and grade this examination after the thirty day period, your license could be delayed significantly if you pass the other part(s) of the examination and the Take-Home examination has not been received. The Professional Engineers Act and the Board Rules are located on the Board's website and describe the important laws, rules, and regulations pertaining to the practices of professional engineering and are to be used as references for the Take-Home examination. All questions have equal weight. **You must achieve a minimum of 70% to pass this examination.** If you do not achieve a passing score, the Board will mail a notice to you, requesting you to retake this examination. You will not be issued a license until you pass the Take-Home examination.

SPECIFIC INFORMATION FOR THE CALIFORNIA STATE SPECIFIC EXAMS can be obtained from the Board's website at: <http://www.pels.ca.gov/applicants/refs.shtml>